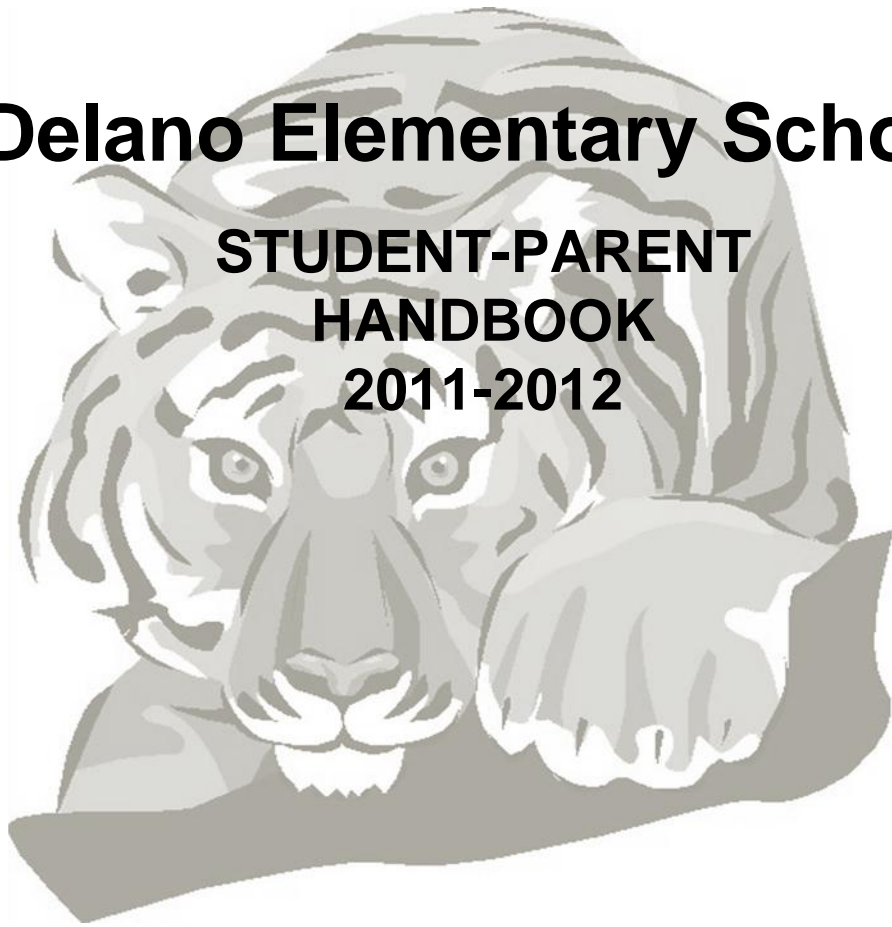


Delano Elementary School

STUDENT-PARENT HANDBOOK 2011-2012



“Educational Excellence is our Foremost Goal”

www.delano.k21.mn.us/elementary

DELANO INDEPENDENT SCHOOL DISTRICT #879

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Renee Klinkner

Elementary School Principal

Darren Schuler

This handbook, and the contents within, was approved by the School Board at a meeting on June 27, 2011. The handbook may be changed or amended during the school year. Changes will be posted in the office and on the school's web site. All questions regarding any provision in the handbook should be directed to the principal.

ELEMENTARY SCHOOL PERSONNEL

Principal

Mr. Schuler

Assistant Principal

Mr. Lahr

Kindergarten

Mrs. Burns

Mrs. Huikko

Mrs. Jordan

Ms. Stoffel

Mrs. Wokasch

Grade 1

Mr. Bergmann

Ms. Hunter

Mrs. Jensen

Mrs. Ludwig

Mrs. Schleper

Mrs. Schmidt

Mrs. Stern

Mrs. Workman

Grade 2

Mrs. Boghani

Mrs. Branes

Ms. Eicher

Mrs. Hinnenkamp

Mr. Pederson

Mrs. Swan

Mrs. Williams

Grade 3

Mr. Brown

Mrs. Clifton

Mrs. Langton

Mrs. Petersen

Mrs. Sohns

Mrs. Warne

Grade 4

Mrs. Berggren

Mrs. Griep

Mr. Hall

Mrs. Knisley

Mr. Schleper

Mrs. Stoebner

Ms. Zachman

Media Center

Mrs. Verhey

Music

Ms. Larson

Mrs. Meyerson

Phy. Ed.

New

Mrs. Pederson

Mr. Shoultz

Mr. Stang

Special Education

Mrs. Hollander

Ms. Ihli

Mrs. Mathiowetz

Mrs. Walberg

ECSE

Mrs. Dinger

Speech

Mrs. Bersie

Ms. Bongard

Mrs. Durick

Title I/Basic Skills

Mrs. Diethart

Mrs. Downer

Mrs. Vieau

Reading Corps

New

G/T Coordinator

Mrs. Briesemeister

Social Worker

Mrs. Scott

School Psychologist

Mr. Thompson

Technology

Mr. Ludwig

Administrative Assistants

Mrs. Selchow

Mrs. Wetter

Elementary School Nurse

Mrs. Zelko

Media Center Assistant

Mrs. Heding

Paraprofessionals

Mrs. Andrews

Mrs. Bonine

Mrs. Dzurik

Mrs. Gafkjen

Mrs. Heikkila

Mrs. Herkenhoff

Mrs. Holzer

Mrs. R. Jerde

Mrs. Kenison

Miss Kottke

Mrs. Kramp

Ms. McKay

Mrs. Moe

Mrs. Nichols

Mrs. Otterness

Mrs. Paulson

Mrs. Rammage

Mrs. Russek

Mrs. Schreyer

Mrs. Stern

Mrs. Tulkki

Mrs. Yahnke

Cooks

Mrs. Anderson

Mrs. Henderson

Mrs. Oscarson

Ms. Schroeder

Mrs. Zabel

Custodians

Mr. Esler

Mr. Gabrelcik

Ms. Van Dale

Mr. Yanke

Mr. Zitzloff

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ATTENDANCE POLICIES

The district policy is based on the belief that regular consistent attendance is closely tied with the quality of education your child receives at the Elementary School. This policy defines what excused and unexcused absences are. A record of excused and unexcused absences and the number of tardies will appear on your child's report card.

Absences and Tardies

For the safety of students, it is important to verify absences. Parents are asked to confirm absences from school by calling the health office at 763-972-6200, ext. 2126, before 7:30 a.m. If parents do not verify absences and their child does not arrive at school, school personnel will attempt to contact parents. If contact does not occur, absences are unexcused. The following absences and tardies are considered excused: student illness, serious illness or death of a family member, medical appointments which cannot be scheduled outside of school, court appearances, and family vacations.

Family vacations are strongly encouraged during regular school vacation periods. The school must be notified prior to any vacation. The following absences are considered unexcused: babysitting, shopping, hair appointments, working at home, oversleeping, missing the bus, running late, car trouble, not knowing school schedule, and other incidences as determined by administration.

Students who are tardy must have a parent note and report to the office to receive a pass. The pass must be presented to the teacher when arriving in the classroom.

Excessive absences and tardies will be recorded in the following manner:

- 3 unexcused tardies = 1 unexcused absence
- 3 unexcused absences (9 tardies or combinations of unexcused absences and tardies) = Truancy Early Intervention
- 7 unexcused absences (21 tardies or combinations of unexcused absences and tardies) = Educational Neglect/Child Protection

Part of our attendance procedure is to send letters to parents stating our concern about a student's attendance if the student reaches at least 10 absences or tardies. Even though some of those may be excused, a letter may still be sent to communicate our concern. After 10 absences, a doctor's note may be required to excuse any more absences. Excessive tardies and/or absences may lead to a child protection referral being filed with appropriate county officials addressing educational neglect.

It is our goal to work with families to improve school attendance. Studies have shown that regular school attendance is one of the major factors in predicting student success.

BICYCLES

Bicycles may be ridden to the Elementary School. Bike stands are located in front of the building nearest the visitors parking lot. A second bike stand is located next to the kindergarten playground on the north side of the building. **A written note is required from parents notifying the school that your child has permission to ride a bicycle to and from school.** Students should not leave the bike stand area until the last school bus has left the building. Bike helmet use is strongly recommended to prevent unwanted injuries. Students living in Rebecca Park Estates should leave immediately upon dismissal prior to buses leaving the building.

BIRTHDAY PARTIES

Our policy prohibits birthday party invitations from being distributed at school. Other students experience hurt feelings when not receiving an invitation. A student directory is available on Family Access, the Parent Portal program. See “Family Access” for more information.

Bus passes cannot be issued to more than three students attending the same birthday party, based on limited additional seating capacity on all of our buses. **Parents are to contact the bus company for prior approval if they want more than three student bus passes issued.**

When sending treats for birthdays, the State Health Department requires that only commercially packaged foods be used in schools. Please see “Wellness Policy #534” for clarification on preferred snacks/treats.

BULLYING PROHIBITION POLICY

Refer to School Board Policy 533 on the District web site.

BUS PASS

A bus pass is required when a student needs to go to a different bus destination for one day only. It is issued by the office when **written permission** is received. Please send this note to school with the student, include the bus number and destination in your note. **Phone calls or emails to the office to issue a bus pass will not be accepted after 11:00 a.m.**

Example note: **“Johnny Jones is to ride Bus 14 to Mike Smith’s house today after school.” Include date and parent signature.**

We thank you for working with us to insure the safety of your children.

BUS TRANSPORTATION POLICY

A student eligible for transportation in the Delano School District will be picked up and returned to the parent’s legal residence.

The School District (bus company) must have a written agreement (Alternate Destination Permission Form) with the parent to allow the student to be picked up or delivered to a place other than the parent’s residence. Such agreement must be for the entire school year. To avoid confusion and potential dangers, a student must be picked up and returned to the same residence each day, not two or more places during the week. School bus routes will not be altered or extended for daycare facilities.

Stahlke Bus Company furnishes the transportation to and from Delano Schools as well as special events. If you have any questions pertaining to busing, please contact the Bus Company at 763-972-3991. If your child is extremely late in getting home or if the bus seems late in the morning, call the Bus Company, not the school. If your child has a disability or a health concern that may require emergency intervention, it is the parents’ responsibility to notify the bus company.

The safe operation of the school bus is the responsibility of all student passengers. In the State of Minnesota, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the safety rules to keep their bus riding privileges. Students must ride the bus to which they are assigned. The official transportation policy is given to all student passengers and their parents at the beginning of the year. It is the responsibility of all students and parents to know the policy and follow the rules. A complete copy of the transportation policy is available in the office.

If the driver of a Stahlke vehicle determines that a young student is left in an obviously dangerous situation when the student is being delivered to their bus stop, the driver may return an elementary student to school if it is during the noon transportation run and to Tiger Kids Club if it is after school. Tiger Kids Club will bill the parent for care services.

CHEMICALS, ILLEGAL DRUGS, AND ALCOHOL

A student shall not use, possess, distribute or show evidence of having consumed alcoholic beverages or illegal drugs or chemicals in the school buildings, on school grounds, on school property, or at any school-sponsored activity at home or away. Violation of this rule will result in the following:

1. The student may receive a suspension and will be removed immediately from school by:
 - a. A parent or guardian
 - b. The Wright County Sheriff's office, depending upon the offense.
2. The student will be suspended from all extra-curricular activities on the day of the incident.

CHILD CARE, BEFORE AND AFTER SCHOOL

Before and/or after school care is available for students from 6:30 a.m. to 6:00 p.m. through Tiger Kids Club. Tiger Kids Club is located in the Community Ed. Center. Children will be bused to and/or from Tiger Kids Club to the Elementary School. Call Tiger Kids Club at 763-972-6210, ext. *212 for specific information.

COAT BAY CUBBIES

At the start of the year, students will be assigned a cubby in the coat bay. It is recommended that students do not leave valuables or money in their cubby. These items should be taken to the office for safekeeping until needed.

Cubbies are the property of Delano Public Schools. School authorities have the right to search and inspect a cubby if there is reasonable cause to believe that it contains an illegal or dangerous substance or paraphernalia. The student assigned to the cubby can and will be held responsible for illegal matter found in the cubby.

CONFERENCES

Formal Parent-Teacher Conferences are held twice per year, at the end of the first trimester and the end of the second trimester. Parents are encouraged to contact their child's teacher outside of these scheduled times whenever the need arises.

DESTINATION CHANGE

If a change needs to be made in a student's usual destination at the end of the school day, written permission is required from the parent. Please send this note to school with the student.

Because teachers are not able to check phone messages or emails on a regular basis during the school day, phone calls or emails to classroom teachers to change a student's destination are not accepted. Phone calls or emails to the office to change a student's destination will not be accepted after 11:00 a.m.

We thank you for working with us to insure the safety of your children.

DISCIPLINE, CLASSROOM

Each of the teachers in the Elementary School will be working with a behavior management program in their classroom. The purpose is to provide a positive approach to classroom and general school discipline.

This plan places the teacher in charge of the classroom. Recognition is given to the child's need for constructive, positive behavior. Classroom rules and the consequences for breaking the rules are established. These rules and consequences are carefully explained to each child during the first days of school and reviewed periodically during the school year. Each teacher's Discipline Plan is also shared with the parent.

There are three key points around which a teacher's classroom behavior management plan operates:

1. As professional educators, it is our responsibility to teach our students lifelong social skills that will promote respect, responsibility, and safety. These skills will be taught in ways that nurture and respect the individual dignity of each child.
2. Students will not stop a teacher from teaching.
3. Students will not stop another child from learning for any reason.

We believe this approach to behavior management will provide a better learning atmosphere for each and every child as well as enhance classroom instruction and cooperative relationships between teachers, students and parents.

Teachers and principals may use reasonable force to restrain or correct a student's behavior if their personal safety or that of other students or employees is threatened.

DISCIPLINE, SCHOOLWIDE

A behavior management plan addressing expectations and consequences for inappropriate behavior for those areas outside of the classroom is also in place. This includes halls, bathrooms, playground, cafeteria, and bus loading and unloading zones. Expectations for areas of the school outside of the classroom are as follows:

- Keep hands, feet and objects to yourself.
- Remain in assigned areas.
- Follow directions the first time they are given.
- Use playground and building equipment appropriately.
- No swearing.
- No excessive noise or running inside of the building.
- Be respectful to others.


Delano Elementary School has two types of Behavior Management tools that we use. They are as follows:

I Was Warned Slip

This slip may be used by all staff members to help alleviate what would constitute “minor” behavior problems. Reasons for a student receiving an “I Was Warned” slip include the following:

- Refusing to follow directions
- Namecalling / Put-downs / Bullying
- Running in the building / Excessive Noise

These slips will be filled out by the staff member who witnessed the behavior and will be given to the student’s classroom teacher. The teacher will then send one copy home for the parent to sign and return. If the student receives 3 or more “I Was Warned” slips in one trimester, all of the slips will be given to the building principal. At that point, the student will meet with the principal to discuss his/her behaviors and a parent conference may be necessary.

I Was Warned!!! 	
Name _____	
Homeroom Teacher _____	
Reporting Staff _____	
Location _____	
Date _____	
<ul style="list-style-type: none">• Refusal to Follow Directions _____• Namecalling/Put-downs/Bullying _____• Running/Excessive Noise _____• Other _____	
Comments: _____	
Please sign and return.	
Parent Signature _____	Date _____

Behavior Slip

Certain inappropriate behaviors occurring in or out of the classroom will result in a “Behavior Slip”. These behaviors are of a more serious nature than the behaviors listed previously for the “I Was Warned” slip. A student may receive a “Behavior Slip” for hitting, kicking, pushing/shoving, stealing, swearing, or any other behavior that is deemed inappropriate or dangerous to him/herself or others.

The following process will take place if a student receives a “Behavior Slip”:

- 1) A Behavior Slip is generated by a staff member and a conference between the staff member and the principal occurs to discuss the situation.
- 2) The student is called to the office to discuss the Behavior Slip with the principal.
- 3) One or more of the following steps are then taken:
 - The principal calls the parent and explains the behavior.
 - The student calls the parent and explains the behavior.
 - A parent conference is required.

Severe Clause

Behaviors that are more severe in nature (i.e. when the student’s behavior endangers him/herself or others, or chronic repeat offenders) may require further action. The actions we have in place are the following:

- In School Suspension.
- After School Detention (parent or guardian will be responsible for picking the student up after detention is over).
- Out of School Suspension (followed by a Re-entry Meeting).

This slip will be sent home for the parents to sign and return.

**Delano Elementary School
Behavior Slip**



Student Name _____ Grade _____ Teacher Name _____ Date _____

Description of Behavior _____

Reporting Adult _____

Please sign and return. _____
Parent Signature _____ Date _____

OFFICE USE ONLY

Action Taken _____

- _____ Student meets with principal
- _____ Principal contacts parents
- _____ Student explains misbehavior to parents
- _____ Parent conference required

Severe Clause (when behavior endangers self or others, repeat offenses)

- _____ In-School Suspension
- _____ After School Detention
- _____ Out of School Suspension/Re-entry Meeting

DRESS/FOOTWEAR, APPROPRIATE

Refer to School Board Policy 504 on the District website. Students are expected to dress appropriately. Clothes, make-up or hairstyles that are a disruption to the learning process or a hazard to health and safety will not be permitted. The district reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety or negatively influences the educational opportunity of students.

- Caps, hoods, bandannas, and/or headgear of any kind are not permitted to be worn during the school day, except with the approval of the principal.
- Shoes must be worn at all times.
- No chains should be visible.
- Clothing should be appropriate for the weather.
- Clothing should be appropriate for the activity (i.e. physical education or the classroom).
- A student's top must meet the top of their pants. Backless tops, strapless tops and tops revealing undergarments are not allowed. Students will be asked to change into different clothes if their apparel is found to be too revealing. If the student has no other clothing, something may be acquired from the nurse or the student will need to call home and ask that a change of clothes is brought to the school.
- Clothing should not bear a message that is lewd, vulgar or obscene.
- Apparel promoting products or activities that are illegal for use by minors (promotion of alcohol, tobacco, or drugs) is not allowed.
- Emblems, symbols, badges, signs, words, objects or pictures on clothing that are objectionable and/or communicate a message that is racist, sexist or otherwise derogatory to a minority group or which communicates gang membership is not allowed.

Clogs, slip-on sandals, and shoes with wheels should not be worn to school as a matter of safety. Footwear appropriate for the gymnasium, playground, and stairs are shoes with backs or sandals/crocs with a heel strap that fits tightly. All students should have a pair of tennis shoes which fit properly. If they have laces, they should be tied tightly on top of the shoe tongue, not underneath. **Students will not be allowed on the playground equipment without proper footwear.**

Students go out for recess daily, so they must be dressed appropriately for the weather. Jackets are needed in spring and fall. Coats, snow pants, hats, mittens, and boots are necessary in the winter months.

DROP OFF PROCEDURES

We encourage our students to ride the bus to reduce traffic congestion. However, we understand that riding the bus is not always possible. If you need to drop-off your child, we ask for your cooperation with the following procedures. **Please use the drop off lane properly to ensure the safety of everyone.** We ask for your cooperation with the following procedures:

Morning “Drop Off”

Parents dropping off students must use the drop off lane **only**. For the safety of our students, please be patient with this drop off procedure.

1. “Drop off” area traffic is one way so students can be dropped off on the sidewalk and avoid crossing in front of vehicles.
2. If you need to stop or come into the building with your child, please park in the parking lot. **Do not stop or park in the “drop off” area.**
3. As you use the “drop off” area, please observe the following:
 - a. Pull forward to the bike rack area before stopping.
 - b. Several cars can drop off students at the same time.
 - c. Children should be prepared to exit the vehicle as soon as it is stopped.
 - d. Children should exit on the passenger side of your vehicle.
 - e. Leave the “drop off” area as soon as possible.
 - f. Use only the right lane for dropping students off.
4. **Do not drop off students in the parking lot.**

Students may not be dropped off prior to 7:40 a.m. before school starts.

PM Kindergarten “Drop Off”

Students should be dropped off in front of the office by 11:40 a.m. Please do not walk your Kindergartner to their classroom. We encourage and support independence in our Kindergartners. If arriving before 11:40 a.m., students should come into the office.

EMERGENCY DRILLS – Fire, Lockdown and Tornado

Fire, lockdown and tornado drills will be held at intervals throughout the school year. These drills are important to each student’s welfare and should be taken seriously by the student. Safety procedures for both drills will be explained to students.

EMERGENCY INFORMATION SHEETS

Every student enrolled in the school will be provided with an emergency information sheet. It is important that this be completed by parents and returned to your child’s teacher as quickly as possible. It is our first source of reference should we need to contact you regarding your child’s welfare. Please keep us informed if this information changes during the year.

FAMILY ACCESS/PARENT PORTAL

The Delano School District operates a program known as "Family Access". This program allows parents to access information about their children in all three schools via the internet. Currently parents can view the following information for **elementary** students:

- Attendance history (attendance is not final until after 24 hours)
- Classroom placement (available late August)
- Food Service (balance, purchases, and on-line payments)
- Health information
- Demographic information
- Student directory

Parents are assigned a password and login name; if you need to recall your password information, please e-mail cselchow@delano.k12.mn.us. It is our belief that you will find the Family Access program to be a valuable tool linking family, student and school in an informative, cooperative, and proactive manner.

FIELD TRIP ATTENDANCE

Parents wishing to exclude their students from a school-sponsored field trip due to religious beliefs, must provide prior written notice. These students will be provided an educational experience at school during the period of time the classroom is on the field trip. If the student does not attend school during the time of the field trip, it will be considered an unexcused absence.

No student will be denied the opportunity to go on a field trip if funds are not affordable. Contact your building principal or school social worker for details.

FIELD TRIP REIMBURSEMENTS

No refunding of money will occur for money submitted to the school for field trip purposes should the student be absent the day of the field trip.

FIELD TRIP VOLUNTEERS

We appreciate parents who volunteer to accompany a class on a field trip. Hopefully, the following will assist parents in this role, but feel free to ask teachers regarding details:

1. For safety and liability reasons, children other than elementary students are not permitted to attend field trip activities.
2. For safety and liability reasons, all students must ride the bus on a field trip.
3. The parent is a supervisor of the students the teacher has placed in his/her charge and is responsible for guiding their actions and behaviors.
4. Students are expected to behave as good representatives of Delano, to extend consideration and courtesy to all people, to be respectful to all people and avoid boisterousness when visiting another facility.
5. The parent must be certain that the entire group remains with the parent at all times.
6. For safety purposes, personal cell phones should not be used except for emergencies.
7. Volunteer Orientation is required for all field trip volunteers. Please see "Volunteer Orientation" for more information.

HARASSMENT AND VIOLENCE

Harassment and violence based upon religion, race or gender are against the law. Discrimination is against the law.

1. Everyone in District 879 has a right to feel respected and safe. Therefore, we want you to know about our policy to prevent harassment and violence of any kind based upon race, religion, or gender.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, or gender.
 - a. name calling, jokes, or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers;
 - g. or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal, or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment or violence based upon religion, race, or gender and will take all appropriate actions based on your report.
7. The Delano School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported the situation.
8. This is a summary of the Delano School District policy against harassment or violence based upon religion, race, or gender. Complete policies are available in the principal's office upon request.

Contact: Josef Haas, **Human Rights Officer**
Delano Schools, 763-972-3365, ext. 2356

HEAD LICE

Parents are urged to learn how to identify head lice and to make head checks part of routine home hygiene, and to encourage their children not to use other people's hats, combs, brushes, etc. Children found to have live lice will be sent home. Please see "Health Services" at our District website for more information.

HEALTH SERVICE

Delano Schools employ a licensed school nurse for the district and a registered nurse at the elementary school. The nurse is available for consultation with parents, if needed. You may call the district nurse at 763-972-3365, ext. 2022, or the elementary school nurse at 763-972-6200, ext. 2126.

HOMEWORK

It is the policy of our school not to prepare homework in advance of student absence due to vacations. **Family vacations are strongly encouraged during regular school vacation periods.** Work missed, along with a reasonable amount of time to complete the work, will be given to students upon their return to school.

Elementary students will be asked to spend an average number of minutes with homework as an extension of their regular school day on school related activities. The following chart will show the average amount of time that a student would be asked to spend on homework at his or her grade level, as well as the type of homework activities typically assigned.

<u>Grade</u>	<u>Time</u>	<u>Homework Activities</u>
1	10 to 15 minutes	Reading Activities: Spelling words, vocabulary words, weekly reading materials. Math Activities: Home links
2	20 to 30 minutes	Reading Activities: Spelling words, independent reading. Math Activities: Home links, math facts
3	25 to 30 minutes	Reading Activities: Spelling words, independent reading. Math Activities: Home links, math facts
4	30 to 45 minutes	Reading Activities: Spelling words, independent reading log. Math Activities: Math study links and journal, math facts.

ILLNESS

Although regular attendance at school is of the utmost importance, we request that you not send your child to school if he/she has a fever, rash, or feels too ill to participate in class. If a child develops a fever or other symptoms of illness during school hours, the parents or persons listed will be notified. Arrangements should be made to pick the child up as soon as possible.

Please keep your child home for 24 hours after fever breaks, and 24 hours after the last episode of vomiting or diarrhea. A rash can be a symptom of a contagious illness, so evaluation by your health care provider is expected before sending your child to school.

When your child is absent, you are asked to call the school health office at 763-972-6200, ext. 2126, prior to 7:30 a.m. Please include your child's name, teacher, reason for absence and date of absence. If the school is not notified, we will call to verify your child's absence to insure your child's safety. If the school office is unable to reach the parent to verify the child's absence, the absence will be marked unexcused and will remain unexcused until we receive parent notification.

IMMUNIZATIONS

Minnesota state law mandates that all immunizations be complete prior to your child's first day of attendance. Please provide documentation **no later than the first day of school**. For more information see "Health Services" on the district website.

INSURANCE

The school district does not carry insurance to cover student accidents other than liability insurance. The school board does, however, make available to parents an accident insurance plan. This plan's brochure and application are available in the school office.

LETTERS AND NOTICES TO PARENTS

From time to time during the school year, we will be sending letters or notices home with students. These contain very important information pertaining to school. Please be sure to read them carefully. It is a good idea to check students' school bags on a daily basis. Most notices and letters are sent home with the "oldest or only" child in the family. The School Reach Notification System will also be used to contact parents via e-mail or phone call regarding important school information and announcements.

LOST AND FOUND

All articles found are located adjacent to student coat bays or at the cafeteria entrance. The bus company also has a lost and found collection. Because of limited storage space, it is not possible to hold articles over to the next year. Therefore, after each conference period and at the end of the school year all unclaimed usable clothing will be given to charity or discarded. Parents, please feel free to call or come into the office if your child has lost something of value. Please help prevent lost items by **labeling** your child's belongings.

LUNCH / BREAKFAST PROGRAMS

The lunch program is operated by the school in order to provide students with a reasonably priced, well-balanced, meal. An alternative lunch entree is offered to elementary students. Lunch is served from 10:50 a.m. to 12:45 p.m. in 20-minute shifts, followed by 25 minutes of recess. The cost for lunch is \$2.25 per meal. The cost for milk only is 50 cents. **Pop with lunch is strongly discouraged.**

If a student is lactose intolerant a substitute drink will be provided for the student.

The breakfast program is also a reasonably priced, well-balanced, morning meal. Breakfast will be served from 7:45 a.m. to 8:00 a.m. The cost for breakfast is \$1.50. A beverage only will cost 50 cents. All prices are subject to change.

When sending payments to school with your student, please place cash or check in an envelope with the family name, student name, and "Lunch Program" printed on the envelope. On-line payments can also be made through Family Access.

Parents will be contacted through our automated calling and e-mail systems when their account falls below a \$5.00 minimum balance. Parents may also monitor their lunch account through Family Access.

If the family account falls below a \$5.00 negative balance, students may not participate with the breakfast program, and they will be given a sandwich with milk at lunch. If the negative account balance is not corrected in a short period of time, you will jeopardize your child's participation with the lunch program all together.

LUNCH, FREE AND REDUCED

The school provides lunches at no cost or a reduced cost and breakfast at no cost to students who qualify. Families whose incomes are at or below a given standard set by the State of Minnesota may be eligible for free or reduced lunches. Applications are available in the Elementary School Office, the District Office, or on our website, www.delano.k12.mn.us, under Food Service.

MEDICATION - Administration of Medications in School

Medications should be given at home whenever possible, and doctors should be encouraged to order medications on schedules that avoid school hours. However, we recognize there are times when this is not possible. Instruct your child that all medication should be brought to the school health office.

Should your child need to take medication during school hours, we ask that you observe the following guidelines to ensure your child's safety.

For prescription medication:

- 1) You will need to fill out a Medication Permission Form *with the signature of the prescribing physician and the parent*. These forms are available in the school health office and on the district website under "Health Services".
- 2) Medication must be in a container with a label prepared by a pharmacist or physician. (Ask your pharmacy to fill one container for home and one for school.)

For over-the-counter (OTC) medication (including cough drops):

- 1) You will need to complete a Medication Permission Form that indicates the medication to be given, including dose, time and reason for giving, and the signature of the parent. (Doctor's signature is not required for OTC medications.)
- 2) OTC medications must be brought to school in the original container.

State law now permits a student with asthma to carry an inhaler with him/her if he/she meets specific criteria. Please discuss this with the school nurse. If you have questions, please contact the school nurse at 972-6200, ext. 2126.

MONEY

When sending money to school with your child, **it is recommended that the cash or check be sealed in an envelope with the family name, child's name, and what the money is for printed on the outside of the envelope** (i.e., "Lunch Program," "Activity Fee," "Book Order," etc.).

NEW STUDENT GROUP

As part of our school's developmental guidance program, all new students will participate in a small group counseling session to address "new student" issues with moving and change of environment. Students will meet with the School Social Worker three times. Groups will meet during the school day. The meeting format will include discussion, activities and answering any questions students might have. If you have any questions about the guidance program, contact the School Social Worker.

NON-CUSTODIAL PARENT POLICY / ACCESS RIGHTS

By statute, a non-custodial parent, just as a custodial parent, has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This would include, but not be limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order.

The law generally allows access by both the custodial and non-custodial parent. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent should be responsible for advising the school building and/or school district when a court has issued an order limiting or restricting access by the non-custodial parent and provide a copy of the order to the school building and/or school district. The parent should further be responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the building principal and all other administrators, teachers or other persons who have supervision of the child or the child's records will be made aware of the order.

Unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

NOON RECESS

Occasionally we receive notes from parents/guardians requesting that their child remain indoors during the noon recess period. Our policy indicates that all students are expected to be outside on the playground for supervised play during this time. In some cases, it may be necessary for some children to remain inside for selected health reasons. A note **signed by a physician** indicating the need to stay in for recess and the number of days to stay in will be honored.

NOVELTY/NUISANCE ITEMS

Novelty items detract from the education of others and often lead to arguments between students. **Videogames, cell phones, iPods, trading cards, MP3 players, DVD/CD players, laser pointers, headphones, cameras, and other novelty items designated by the principal are not to be brought to school except as required for class work.**

If it is necessary to bring any of these items to school, they must be kept in the office or in the teacher's possession until the time they will be used. If any of these items are used in class without teacher permission, they will be confiscated and parents notified. The school is not responsible for stolen, lost or damaged items. Buying or selling items between students is prohibited.

PARENT / TEACHER ORGANIZATION

The organization for parents and teachers of Delano Public School students, preschool through grade four, is Partners in Education. P.I.E. emphasizes parental involvement with various Elementary School programs and events during the school year. For additional information, check the Elementary School website at www.delano.k12.mn.us.

PARKING FOR PARENTS AND VISITORS

Parking is not allowed in the north parking lot as this is the school bus loading and unloading zone. Private vehicles are not allowed in this area for safety reasons. Parents bringing or picking up children should park their vehicle in the visitor parking area. If parking in the main lot, please use the crosswalk when entering or leaving the building. **Do not leave your vehicle parked in the "loop" immediately in front of the building.**

PENCIL MACHINE

A pencil machine is available to students between 7:55 a.m. and 8:10 a.m. The cost for pencils or erasers is 25 cents. The cost for pens or mechanical pencils is 50 cents.

PETS

Pets will not be allowed in school without the teacher's permission. When permission is granted to bring pets to school, parents must provide transportation. Pets or other living things are not allowed on buses. Animals brought in for "sharing" must remain in the lobby area by the office.

PHYSICAL EDUCATION EXCUSE

All students are expected to participate in all classes, including Physical Education, to the best of their ability. All notes and excuses regarding Physical Education must be brought to the Health Office for the nurse to review. In most cases, the student may participate with some modifications and will still be expected to attend class. Any illness or injury that requires more than two days out of class will require a note from your health care provider. It should designate the number of days your child is excused and specific limitations or restrictions. The note may be faxed from your clinic to fax number 763-972-6199.

PICK UP PROCEDURES

We encourage our students to ride the bus to reduce traffic congestion. However, we understand that riding the bus is not always possible. If you need to pick up your child, we ask for your cooperation with the following procedures. **Please use the pick up lane properly to ensure the safety of everyone.** We ask for your cooperation with the following procedures:

During the School Day

Use the main entrance and come to the office to pick up and sign out students. We will call your child to the office to meet you. Please wait by the office for your child. **Do not go to the classroom to pick up your child.** Teachers cannot release children to parents from their classrooms.

AM Kindergarten "Pick Up"

Students should be signed out and picked up in the office at 11:05 a.m.

End of Day "Pick Up"

If a child is to be picked up from school at the end of the day, they must have a note for the teacher stating that the child will not be taking the bus home. Please include in your note if you will be in the pick-up lane or coming inside for your child. **Students not having notes will be placed on the bus. Parents will not be able to remove a student from the bus.**

Parents entering the school building to pick up their students should meet them in the lobby area by office. Parents should not pick up their children at or near their child's classroom. **Do not leave your vehicle parked/unattended in the "pick up" area immediately in front of the building.**

Students being picked up from the pick-up lane will report to the kindergarten wing entrance to meet their parents. A staff member will dismiss students when their parents' vehicles arrive. Parents should follow these procedures:

1. "Pick up" traffic is one way
2. If you need to stop or come in the building to pick up your child, please park in the parking lot. **Do not stop or park in the "pick up" area.**
3. As you use the "pick up" area, please observe the following:
 - a. Pull forward to the end of the kindergarten wing
 - b. Children should enter your vehicle on the passenger side
 - c. Leave the "pick up" area as soon as possible
4. **Students should be picked up by 2:45 p.m.**

PLEDGE OF ALLEGIANCE

Minnesota Law currently requires all public school districts to lead their students in reciting the Pledge at least once a week. The Pledge of Allegiance is included as part of the school day to teach citizenship, democratic values, and American history. Any student who does not wish to participate in reciting the Pledge of Allegiance for personal reasons will be allowed to do so and others must respect their right to make that choice.

RELEASE OF STUDENT DATA

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. **Parents who DO NOT want their child's data released for the 2011-12 school year, must notify the school, in writing, by October 1, 2011.**

Annually, parents can choose to opt-out of **ANY** or **ALL** of the categories listed below. If you have any questions, you may contact the school office your child attends.

Student Directory Information

Parent/parents' names, address, and home phone number

Student name and year of graduation

Photos/Video Transmissions

Throughout the year, photographs and video are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Photos may also be published on the district website with no or limited student identification. A child's name will be used if necessary or the name of a teacher, grade and school might be used for photo identification.

REPORT CARDS

Report cards are sent home after each trimester for Grades K through 4.

RETENTION POLICY

The Board of Education, administrators, and faculty of the Delano Public Schools recognize the importance of a policy relating to the retention of students at the elementary level. There are many factors which influence the decision to retain an elementary student. A specific time line procedure will be followed when contemplating student retention. The final decision regarding whether or not to retain will always be made in the best interest of the child.

SCHOOL CLOSING

The Superintendent will determine school closings in the event of threatening or hazardous weather conditions, emergencies, utility outages, or other conditions that threaten the health or safety of students and staff. The School Reach Calling System will notify staff and families. Announcements will also be made on WCCO TV (channel 4), KSTP TV (channel 5), KMSP TV (channel 9), and KARE TV (channel 11).

If school dismisses early, staff members will remain in the building until it is apparent that buses are safely on their way and a general announcement is made.

We suggest that parents discuss with their children what to do or where to go if they come home and the door is locked and no one is at home.

Any full days missed will be made up beginning June 6, 2012.

SCHOOL HOURS

The school hours for Grades 1 through 4 and All Day Kindergarten are 8:10 a.m. – 2:45 p.m. Morning kindergarten students attend from 8:10 a.m. - 11:05 a.m. **Students should arrive at school by 7:55 a.m.**

Afternoon kindergarten students attend from 11:50 a.m. – 2:45 p.m. **Students should arrive at school at 11:40 a.m.**

Students may not be dropped off prior to 7:40 a.m. or remain after school beyond 2:45 p.m.

School office hours are from 7:15 a.m. - 3:45 p.m.

SCHOOL PARTIES

Three classroom parties are held during the school year. They are Halloween, Christmas, and Valentine's Day. Money will be requested at the beginning of the school year from each student to pay for treats for these parties, along with other miscellaneous supply or activity needs.

Parents may elect not to have their child participate in any or all of the three recognized parties by notifying the classroom teacher. An alternate activity will be offered for your child.

Parent volunteers may be asked to help plan and/or supervise party activities. **Children other than elementary school students are not permitted to attend.** Please see "Volunteer Orientation" for volunteer requirements.

SCHOOL SOCIAL WORKER

The school social worker may provide services to the elementary students. Small groups are offered to give children the opportunity to share their feelings and concerns. These groups deal with issues such as self-esteem, friendship skills, and coping with family changes. A group for new students is also provided. Please see "New Student Group" for more information.

The social worker is also available to meet with students on an individual basis to talk about emotional or behavioral problems. Parents can obtain assistance from the social worker too, both in the form of support and advice. The social worker has information about county social services and other local counseling agencies.

SECURITY PROCEDURES

The following policy and accompanying procedures are focused on the safety of our students and employees. Our efforts are focused on the prevention of any issues or situations that may arise with our students and employees that may jeopardize their personal safety.

Visitors in the Building

Entrance signs are placed at the main entrance stating: **Welcome To Our School – Please Sign In At The Office.** All visitors entering the building must sign in and out at the office. All adults entering the building as a volunteer or a visitor will be issued labeled badges.

Security For Students - Locked Doors

All entrances with the exception of the main entrance will remain locked during the student day. Some entrances will be open periodically during the day for morning arrival and recess.

SPEECH AND LANGUAGE

The Speech/Language Clinicians will screen any student, preschool through 4th grade, when requested by a parent and/or teacher. No assessments will be conducted without a parent's written permission. If the clinician suspects that a speech/language problem may exist, the parents will be notified.

Please contact one of our Speech/Language Clinicians at 763-972-6200 if you have questions about your child's speech and language skills.

STUDENT SALES

The sale of any items by students during the school day is prohibited. This includes both the sale of personal and organizational items, unless you receive prior approval from the principal.

STUDENT VISITORS

Student visitors are discouraged from attending classes with Delano Elementary students. Experience has shown us that the additional supervision and instruction responsibility can be a distraction to the classroom learning process. Unannounced visitors will be sent home.

TECHNOLOGY USE NOTIFICATION

Students are responsible for any information or correspondence they either input or obtain from technology sources. There is no guarantee that information on district equipment will not be retrieved, reviewed and made public. Any and all information, correspondence or requests for information, may be subject to review and retrieval by a second party in either an official or unofficial capacity.

TELEPHONE CALLS

Office Personnel are on duty in the office from 7:15 a.m. - 3:45 p.m. each day to receive calls. Our office phone number is 763-972-6200, ext. 2119 or 2121. Students may use the phone only with their teacher's permission. Children will be called to the telephone only in an emergency. Office Personnel will give any important message to your child.

Teachers are not available to take phone calls during the instructional day. The best time to contact a teacher is before school starts between 7:45 and 7:55 a.m. Voice mail boxes may be used to leave messages for teachers during the school day. **However**, voice mail messages may not be accessed until the end of the school day.

TREATS

When sending treats to school, the State Health Department requires that only commercially packaged foods be used in schools. Please see "Wellness Policy #534" for clarification on preferred snacks/treats.

VISITORS

All adult visitors to our school must first report to the main office. This is to protect your child from possible problems and also to eliminate any unnecessary classroom interruptions.

All visitors and volunteers entering the building will be asked to sign in and out, and display a visitor or volunteer badge. If joining your child for lunch, we ask that you sit with your child's class.

VOLUNTEER ORIENTATION

Parents interested in taking an active part in the elementary school are encouraged to become volunteers. Our staff welcomes and appreciates the time and effort volunteers give to our school.

All volunteers are required to register with the volunteer office every year prior to volunteering for any activity, including field trips and classroom parties. This includes completing three pieces of paperwork and viewing the volunteer orientation video, all of which are available on the school website. This orientation will introduce policies that have been set up for the safety of both students and volunteers. **Annual viewing of the video is required.** All of this **MUST** be completed a minimum of 2 weeks prior to volunteering for any activity, including field trips.

After orientation, volunteers will have a personal permanent nametag at the school office. The nametag must be worn at all times while volunteering and returned to the office when leaving the school.

Please contact the Volunteer Coordinators with any questions or for more information, 763-972-3365, ext. 2333.

WEAPONS POLICY

Refer to School Board Policy 501 on the District website. The purpose of this policy is to assure a safe school environment for students, staff and public.

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

WEBSITE, Delano Public Schools

Visit our Website at <http://www.delano.k12.mn.us> to access information about our school district and individual buildings or programs. Teachers' web pages are available through the elementary link.

Parents, families and friends are encouraged to visit the DES blog for the latest information on what is happening at Delano Elementary. Daily updates are posted to share information and pictures of the daily events that are occurring in and around our school. You can access it through the elementary link on the district website or at <http://delanoelementary.posterous.com/>.

WELLNESS POLICY #534

The purpose of the policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

Snacks/Treats

Snacks served during the school day will make a positive contribution to children's diets and health, and will emphasize serving whole grains, fruits, vegetables and dairy as the primary snack items. The district will disseminate a list of healthful snack items.

Celebrations (Including Birthdays)

Classroom celebrations should encourage healthy choices and portion control. The celebration should take place during the last hour of the school day so it will not interfere with school meals. When celebrations occur during the scheduled lunch periods, the classroom teacher will to the extent possible collaborate with Food and Nutrition Services. The district will disseminate a list of healthy party ideas to parents and teachers.

WITHDRAWAL

Students planning to withdraw from school for any reason must bring a written statement from their parents to the school office before the last day of attendance. Student records will be mailed upon request to the school to which the student is transferring.